

# Kelly Kunder

## REPUBLICAN NATIONAL COMMITTEE

Washington, DC

**Regional Political Trainer**, June 2017 – Present

- Conduct political trainings pertaining to the Republican Leadership Initiative, GOTV, voter registration, petitioning, etc.
- Work directly with Regional Political Directors, State Directors and Regional Field Directors to execute political trainings within their states and territories
- Plan and facilitate the RNC's Campaign Management College and Campaign Finance College

## OFFICE OF PRESIDENTIAL ADVANCE, EXECUTIVE OFFICE OF THE PRESIDENT

Washington, DC

**Trip Coordinator**, January 2017 – June 2017

- Composed line by lines for assigned trips
- Planned and executed motorcades, manifests and Presidential movements
- Scheduled travel for employees in the Office of Presidential Advance
- Constructed a budget for each assigned trip
- Served as an Advance Site for local Presidential events

## 58<sup>th</sup> PRESIDENTIAL INAUGURAL COMMITTEE

Washington, DC

**Public Events Staff Assistant**, December 2016 – January 2017

- Managed the schedule for the Director of Public Events
- Composed expense reports, contract approvals, presentations and briefs for the Director of Public Events
- Assisted with new staff approvals and the integration process for new hires

## KELLY AYOTTE FOR NEW HAMPSHIRE

Manchester, NH

**Hillsborough County Field Director**, April 2016 – November 2016

- Planned and facilitated parades, meet and greets, rallies and political events
- Prepared oral and written briefs for the candidate
- Recruited volunteers for weekly phone banks, canvassing and events with the candidate
- Spoke on behalf of the candidate at local meetings and functions
- Managed distribution of collateral

## MARCO RUBIO FOR PRESIDENT

Washington, DC

**Political Staff Assistant**, August 2015 – March 2016

- Managed the schedule of the Deputy Campaign Manager and the Political Director
- Scheduled and coordinated all telephone town halls, conference calls and automated phone messages
- Composed and tracked call sheets for the candidate, the Deputy Campaign Manager and Political Director
- Oversaw the campaign's nationwide Volunteer Connect (phone from home) program
- Organized local volunteer efforts, including phone banks from headquarters and Northern Virginia canvassing
- Assisted with ballot access efforts in Illinois and Virginia
- Served as point of contact on expense reports, new staff approvals, mail and phone approvals

## THE ITALIAN STORE

Arlington, VA

**Manager / Event Coordinator**, May 2015 – August 2015

**Server**, December 2011 – January 2015

- Managed all phases of a gourmet food emporium

## EDUCATION

Blacksburg, VA

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B.A., Public Relations, I